




INDIANA  
**WORKFORCE**  
DEVELOPMENT

TO: Administrative Entities  
Grant Recipients  
All DWD Managers and Supervisors

FROM: Teresa L. Melton,  
General Counsel 

DATE: December 9, 2005

SUBJECT: DWD Policy 2005-09  
Reasonable Accommodation Requests for Special Parking Privileges

PURPOSE: To establish a policy and procedures for providing special parking accommodations to employees with mobility restrictions.

RECISSION: DWD Communication # 97-2  
Issued November 3, 1997

CONTENT:

In furtherance of the goals of the Americans with Disabilities Act (ADA), DWD established the following procedures for processing special parking requests for employees with mobility restrictions. A "mobility restriction," as defined for purposes of this policy, is a short or long-term physical impairment which limits an individual's ability to move about without the assistance of a cane, walker, wheelchair or similar assistive device. Other medical conditions not meeting this definition require review of Human Resources (HR) prior to approval of special parking privileges.

This policy shall cover all employees who work in DWD leased or owned facilities, to include co-located WIA and/or FSSA service providers. DWD employees located in WIA facilities are also covered by this policy.

The following procedures must be followed:

1. Any request for a special parking privilege must be accompanied by documentation from a physician or other health care provider attesting to the severity of the impairment as well as the restrictions and parking needs of the requester. The statement should also include an anticipated recovery date.
2. The employee must submit the request with the proper documentation to Human Resources. The request will be reviewed by HR staff for accuracy and completeness, after which it will be sent to the DWD Administrative Services Section for action, or returned to the requester if more information is required.
3. Administrative Services shall communicate the action taken to HR for file.

4. Any complaints pertaining to this policy, including the denial of a request, should be made in writing and will be addressed by Legal Support. All complaints will be investigated and a written determination provided to all interested parties within 10 days of receipt of the originating written complaint.

Questions regarding this policy and its procedures should be addressed to Joyce Howard, EO Officer, via e-mail ([jhoward@dwd.in.gov](mailto:jhoward@dwd.in.gov)) or by phone: (317) 232-0603.

EFFECTIVE DATE:

Immediately

REVIEW DATE:

April 30, 2007

OWNERSHIP:

Legal Support

ACTION:

All Managers and Supervisors must ensure that these procedures are disseminated to all staff, including those located in non-DWD-leased or owned facilities, and that any requests for special parking privileges utilize the above procedures.